

**3. Automated check batch was released (R) to the Check Writer Subsystem but not subsequently released from the Check Writer Subsystem to the nightly system update process.**

Automated check batches must first be released using Command **C.2**, Function **R**. Unlike other types of batches, check batches are released to the Check Writer Subsystem instead of directly to the nightly system update process. Once released to the Check Writer Subsystem, they must be released to the nightly system update process using Command **A.1.6**, N/P = **P** to be included in the daily reconciliation. Review the check batches for any that have N/P = **N** for the date being reconciled. Change the batch and transaction counts on the reconciliation sheet, as needed.

**4. Batch was changed to delete or add transactions after it was logged.**

Compare the batch count for each batch listed in the CFB710-6 Report with the count for each batch listed in the Batch Control Log. Change the batch log to agree with the CFB710-6. Change the Batch Header and Transaction counts, and recalculate the Total Transactions Entered.

**IMPORTANT:** Review the CFB710-1 and CFB800-2 and compare the reports to the transactions contained in the batch to determine what was added or deleted and if it was appropriate.

**5. Wrong or defective report was used for the daily reconciliation.**

Check the Run Dates and Run Times on each report to verify that the appropriate reports were used. The run dates should be the same. Check the CALSTARS News Items (Command **D.1**) to determine if any reports are invalid and will be re-run. Also, note if any specific run times should be discarded. Use the correctly dated and/or re-run report(s). Change the reconciliation sheet using the correct reports, and recalculate the Total Transactions Entered.

**6. System-generated Claims Filed batches were inappropriately included or excluded.**

Check the CFB710-6 Report list of batches to determine if any system-generated batches should be included/excluded from the reconciliation. Note the Batch Date on Batch Type **WA** (TC 360) batches.

**REMEMBER:** The **WA** batches use a Batch Date one processing day earlier than the date of actual release and posting.

Change the Batch Header and Transaction counts, and recalculate the Total Transactions Entered.

**7. A Batch Header and all transactions in a batch are on the error file.**

If this occurs, the batch information is not displayed on the CFB710-6. The reconciliation is off by the total count of the batch header and the transactions. Refer to the CALSTARS Edit Activity Error Report, CFB800-2, to obtain the count for the batch.